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MEETING MINUTES

November 17, 2005

A meeting of the Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field, Boise, Idaho. Chair Lockwood called the meeting to order. Attendees and guests introduced themselves. There was not a full quorum present at the start of the meeting.

Members Present:
- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Bruce Allcott, Idaho Fire Chiefs Association
- Dan Charboneau, Idaho State Police
- Michele Carreras for Dia Gainor, Idaho Dept. of Health & Welfare
- Jerry Goetz, Federal Law Enforcement
- Mary Halverson, Idaho Bureau of Homeland Security
- Steve Jenkins, National Interagency Fire Center
- Lt. Col. Arthur Keen, Idaho National Guard (arrived shortly after meeting started)
- Douglas C. Melvin, U.S. Dept. of Homeland Security Transportation Security Administration
- Marcia Phillips, Idaho Association of Counties
- Joe Roche, Idaho Dept. of Administration

Staff:
- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

Others Present:
- Kit Eldredge, M/A-Com
- Matt Howarth, Motorola
- Michael Key, Idaho State Police
- Scot Maring, Idaho Dept. of Administration
- Rhonda Morton, Idaho State Police
- Stan Passey, Idaho State Police
- Lex Rutter, Idaho Dept. of Administration
- Kent Searle, Cassia County 911
- Les Shadduck, Ada County Sheriff's Office
- Mitch Toryanski, Attorney General
- Mark Wendelsdorf, Caldwell Fire
- Greg Zickau, Dept. of Administration-ITRMC

Second Generation DVD Screening—Dodie Collier for Greg Laragan, Chair

Collier gave some background on the Second Generation DVD. It has a menu which allows the viewer to select one of three sections. The first section is the first generation DVD that the SIEC produced in May of 2004 and addresses the fact that the State of Idaho has an interoperability problem. The second section reviews the plan that the Council has developed to address the problem. The third section is broken up into sub-sections which will allow the viewer to select a specific topic addressing the technical aspects of interoperability. The DVD was played for all meeting attendees.

After viewing the DVD, Council members and meeting attendees were asked to make comments or suggestions. Collier received many valuable suggestions among them were to add a "Success Stories" section between the second section and the technical section to highlight the collaboration and cooperation that Bannock and Ada Counties have experienced. It was suggested that a funding element be added, that people want to know how much the system is going to cost and how the Council is going to get the necessary funding to move forward. It was also suggested that a conclusion statement be added using a narrator giving direction to the viewer where to go for additional information or a message from Chair Lockwood encouraging the viewer to ask questions of their radio technicians and vendor community. The Subcommittee hopes to have the DVD finished by the January SIEC meeting.

Phillips discussed facilitating a northern Idaho regional meeting during which the SIEC would be invited to discuss interoperability and present the DVD. Collier mentioned that she had been putting together a model for making presentations at regional meetings through out the state. It was also suggested that the SIEC be a resource to local elected officials when they go before their councils or commissions to make budget requests for communications equipment.

Review & Approve Minutes—Chair Lockwood

Approval of the meeting minutes usually takes place at the first of the meeting, but was postponed until there was a full quorum present. There were no corrections to the September meeting minutes.

MOTION: Charboneau made a motion to approve the minutes of the October 27, 2005, Statewide Interoperability Executive Council meeting, seconded by Allcott. The motion passed by a unanimous vote.

SIEC Technical Subcommittee Update—Jerry Goetz, Chair

Goetz reported that on November 1, 2005, the Technical Subcommittee interviewed six consulting firms who had received the Radio Interoperability Planning Project Consultant Statement of Work (SOW) and had responded to be interviewed to be hired to write a Request for Proposal (RFP). There was a wide degree of responses from the six firms; however, all of the Needs Assessment in the Scope of Work (SOW) should be a Phase 1 activity. While going through this process the Subcommittee realized the process should be revisited.

The Technical Subcommittee met again on November 8, 2005 and decided to release a Request for Information (RFI) which they could do without a commitment to funding. They wrote two RFIs, one for Consultants which included the Operational Needs Assessment and an additional

one for Manufacturers for the design and build of the system. The information was emailed on Monday, November 14, 2005. The due date for the return of the RFIs was November 28, 2005. The process will provide the Technical Subcommittee additional information from the Operational Needs Assessment and cost information to the Governor before the holiday break.

The process of hiring a consultant to develop an RFP was discussed. Since we are not allowed to put out an RFP until funding is available, we chose to seek an RFI to get information needed for preparing the information for the Governor's Office to present to the Congressional delegation. It was also determined that the Technical Subcommittee would proceed to solicit a consultant to develop an RFP, for the 'Needs analysis' and for the 'System Design/Build' of the system. A respondent could respond in whole or in part. This is independent from the RFI process now underway. We will communicate to those who responded to the first RFI in writing about the RFP and inform them that they can respond to develop the RFP but must understand that if they write the RFP they will not be eligible to respond to the RFP as a potential bidder when the RFP is actually let and funding is in place.

SIEC Funding Subcommittee Update—Doug Melvin, Co-Chair

Melvin stated that the Funding Subcommittee gained approval to seek funding at the October 12, 2005, meeting with the Governor. He requested assistance from the Technical Subcommittee to determine:
- A breakdown of timeline and funding by years
- The purpose of the funding
- What the ideal timing of the funding is and why it is critically important
- If one portion of funding is critical to another, how it is related
- What are the ramifications of not getting funding i.e. not getting $4M to do the Needs Assessment

The Council discussed a partnership approach to funding. The funding cannot be exclusively federal funding in the form of a grant. It is not realistic nor is it the best strategy. Contributions from local communities will be needed. A strategy needs to be a developed for the SIEC secured funding. It can be a set percentage, for example 97%, and would require a local contribution of, for example 3%. There was discussion of not only having to determine a percentage amount, but also a policy of what would be considered as local contribution. Some grants require dollars up front, some give credit for work and services—soft or hard match. The Funding Subcommittee will meet to further discuss the development of a strategy.

ITRMC Telecommunications Task Force Update—Dan Charboneau

Charboneau stated that he didn't have anything new to report. The Task Force will meet the following day, November 18, 2005. After the meeting he will know what action ITRMC will take. The SIEC letter had been received and acknowledged by Director Ahrens. John Peay had also written a letter of support for the Task Force work. Idaho Transportation Department is in the process of providing supporting documentation.

SIEC Calendar Update HSIN Agenda—Mark Lockwood

Lockwood reviewed the agenda for the Homeland Security Information Network (HSIN) meeting that will encompass the first three hours for the December 15, 2005 SIEC meeting.

Review of the SIEC website—Sandy Harris

Harris displayed the Idaho SIEC website on screen. While browsing through the different sections she made several suggestions to update the website. She asked the Council members to notify her of any additional suggestions they may have. She also briefly went through several other states' SIEC websites. Lockwood suggested that Harris summarize her ideas and send them out to the Council for their review. It was suggested that the Bureau of Homeland Security website have a link to the SIEC website. It was also suggested that the SIEC DVD be posted on the SIEC website.

SIEC Calendar Update—Dodie Collier

Collier asked if the Council members are aware of any meetings coming up in the next couple of months that she needs to be in attendance at. It was stated that the Idaho Chiefs of Police Association (ICOPA), Idaho Sheriffs Association (ISA) and the Idaho Association of Counties (IAC) will be meeting the first or second week of February in Boise. Phillips suggested contacting Dan Chadwick to inquire when the IAC will be holding their district meetings through out the state and then contact the Chairman of the district meetings and ask for some time on the agenda. The suggestion was also made to contact Ken Harward with the Association of Idaho Cities (AIC) concerning their spring meetings.

Other business and Open Comment Period

Kent Searle, Cassia County 911 Coordinator, addressed the Council. He stated that he had read the I-C-A-WIN document and had sent some questions the SIEC. He expressed his concern about the direction the SIEC is going. He was specifically concerned about the decision to develop a statewide 700 MHz system and what he termed as "cost problems." He concluded his remarks by stating that he will read through the information that he gets back from the SIEC.

Planning for the next meeting—Chair Lockwood

The next meeting will be December 15, 2005.

Adjournment—Chair Lockwood

MOTION: Roche made a motion to adjourn, seconded by Phillips. The motion passed by a unanimous vote.